

General Notice - Residential

INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

Relocation Assistance Program

General Notice of Relocation Rights

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the property you are presently occupying is scheduled to be purchased by the Washington State Department of Transportation (WSDOT) for a transportation improvement project. If the property is acquired as planned, it will be necessary for you to move

Persons displaced as a result of this project may be entitled to certain relocation assistance as generally described in this letter and in the Relocation Assistance Program Brochure, which will be given to you. The actual, legal regulations governing relocation assistance are contained in Public Law 91-646 and the implementing regulation found in 49 Code of Federal Regulation (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100.

Qualification Requirements

In order to qualify to receive relocation entitlements, you must be in occupancy of the property on the date WSDOT makes a written offer to purchase the property. If you move before the offer, you may lose your eligibility to receive relocation assistance entitlements. Please contact me prior to moving in order to avoid any loss of entitlements.

If you are required to move, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance that will explain your relocation entitlements in detail. This letter will inform you of the location of at least one comparable dwelling that is currently available as well as advise you of other relocation assistance that you are entitled to receive.

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined in Washington Administrative Code (WAC) 468-100-208.

Relocation Assistance Entitlements may include:

- Replacement Housing Payment
- Moving Expense Payment
- Advisory Services including housing referrals, help in filing payment claims, transportation to look at replacement housing, and other necessary assistance to ease your inconvenience.

Occupancy of Property

When appropriate, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance providing you with the earliest date that you could be required to vacate the property.

Right to Appeal

You will have the right to appeal any determination WSDOT will make as to your eligibility for, or the amount of, any payment. If you disagree with any relocation determination you may appeal by simply explaining your grievance in a letter to:

Washington State Department of Transportation
Assistant Director Relocation Assistance Program
Real Estate Services
PO Box 47338
Olympia, WA 98504-7338

We are looking forward to assisting you in any way we can. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALISTS PHONE # AND FAX #

INSERT SPECIALIST'S E-MAIL ADDRESS

Name
Date
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Acknowledgment of receipt of General Notice of Relocation Rights and Relocation Assistance Brochure

Signature: _____ Date: _____